

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					069	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	
Significant Accomplishments					<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
6		Annual		1		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. DDS		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary)			
EPD			8			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR	
GS-13	8.06	40 hrs.	=	322.40	1 322.40	
GS-07	3.89	16 hrs.	=	62.24	1 62.24	
GS-15	11.00	1 1/2	=	16.50	1 16.50	
GS-16	12.76	3/4	=	9.57	1 9.57	
GS-18	17.07	1/2	=	8.53	1 8.53 = \$419.24	
FEEDER REPORTS - 8						
GS-04 thru GS-16	2.81 thru 12.76	360 hrs. 10 min.	=	\$2,939.23	1 \$2,939.23	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						
\$3,358.47						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Report is requested annually by DDS for informational purposes.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				<input type="checkbox"/> OTHER (explain) No authority to change.		
				MAN-HOURS		
				DOLLARS		
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION	
9 October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200044-7				